

Things to Know Before You Schedule Your Group

- ❑ Online scheduling can now be done through our new online calendar. Click on the '**Step 2 Click Here to Request Classes Online**' icon to access our availability calendar. To access the request form, click on the available time slot desired. You must request each time slot needed individually. For example, to request all six sections of your grade level, you will need three time slots. We will not be able to schedule more than two sections of a single grade level for a single visit.
- ❑ Frisco I.S.D. has first option of scheduling. We ask that all FISD grades have their study trip requests in to us **by October 15, 2010.**
- ❑ Once we have reached the deadline for FISD, we will open all remaining available time slots to other groups and districts who would like to visit.
- ❑ The **block scheduling for FISD** is as follows. Those topics in **bold** are **required grade levels**.

Block 1

Sept 1-Dec 17 **1st Grade (Motor Vehicle & Pedestrian Safety)**

Sept 1 –Nov 12 2nd Grade (Fire Safety)

Block 2

Nov 15 –Feb 25 **4th Grade (Severe Weather Safety)**

Jan 3 – Feb 25 5th Grade (Internet Safety)

Block 3

Mar 1 – May 26 **Kindergarten (Intro to 9-1-1 & Emergency Services)**

Mar 1 – May 26 3rd Grade (Bicycle and Wheel Safety)

- ❑ **Descriptions of each Safety Topic can be reviewed online.** From the Frisco Fire Safety Town homepage, click on the Programs tab and select your grade level.
- ❑ **Other groups and districts** will be accommodated throughout the year as classrooms are available. You may submit your request now. However, we will not be able to confirm your requests until after October 15th. The online scheduling calendar should reflect the most current 'availability' closer to mid October. If you want to request a class outside of the above listed blocks, please call us prior to submitting to check on the possibility of doing so.
- ❑ **Teachers for ALL visiting groups** should review the Teacher Resource Guide as well as cover the Pre-Visit PowerPoint with their classes prior to visiting. This information can be located by clicking on the **Programs** tab from the Frisco Fire Safety Town homepage. Then select your grade level. The resources are listed at the bottom of each page.

Frisco Fire Safety Town
8601 Gary Burns Drive
Frisco, TX 75034



Phone: 972-292-6350
Email: safetytown@friscofire.com
Hours: Mon-Fri 8AM –5PM

TIPS FOR USING OUR NEW SCHEDULE CALENDAR

- ❑ When you first access the calendar, use the **MONTH VIEW** option on the top right to navigate quickly to your desired month. Use the forward arrow on the top left to move ahead to future months/back for past months. (The month view does not show grade levels on the available appointments.)
- ❑ Once you reach your desired month, **switch to the WEEK VIEW option** located at the top right of your screen.
- ❑ Click the **AVAILABLE appointment time for your desired grade level** to access the request form. You will need to click another icon that reads **click here for online booking**. If you receive a pop up message window, simply click OK.
- ❑ **Complete the request form for each appointment time needed.** If you are scheduling for your entire grade level you can book 2 classes from your school as 1 visiting group (not to exceed 45 students) for each appointment time desired. Use your name/phone/e-mail as the contact on all requests submitted. There is no need to do a request for each individual class/teacher.
- ❑ Be sure to enter your e-mail correctly so the auto-generated confirmation of receipt and confirmation of booking will reach your inbox.
- ❑ There are two appointments each morning and afternoon. Each AM time and each PM time will be for different grade levels. It is not possible to schedule 2 groups of the same grade level (4 classes) all at the same time.
- ❑ If you have 6 sections of your grade level, you will need 3 appointment times. For example, you could do an AM time & a PM time on the same date and another AM time the next day; Or 3 consecutive AM times during the same week, etc.
- ❑ If you are scheduling an FISD group, please have your requests in to us **by October 15th**, close of business.
- ❑ If you are a non-FISD group, you may submit your requests now, but be advised we will not be able to confirm your requests until after October 15th.
- ❑ If you are a non-FISD group, you are not restricted to the block schedule. We will accommodate other grade levels as classrooms are available throughout the year. Call us prior to submitting your request to see if your desired grade level/topic can be requested if it is not showing on the calendar.

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http://www.friscoctexas.gov/safetytown/calendar/Pages/default.aspx?CalendarDate=9/1

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Home About Us Programs Kids Only Sponsors Volunteers Online Registration Contact

City of Frisco, Texas > Frisco Fire Safety Town > Calendar

Safety Town Calendar

September, 2010

Expand All Collapse All 1 Day 7 Week 31 Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 9:30 AM Booked 9:30 AM Available 12:00 PM Booked ▼ 1 more item	2 9:30 AM Booked 9:30 AM Booked 12:00 PM Booked ▼ 1 more item	3 9:30 AM Booked 9:30 AM Available 12:00 PM Booked ▼ 1 more item	4
5	6	7 9:30 AM Booked 9:30 AM Booked 12:00 PM Available	8 9:30 AM Available 9:30 AM Available 12:00 PM Booked	9 9:30 AM Booked 9:30 AM Available 12:00 PM Available	10 9:30 AM Booked 9:30 AM Available 12:00 PM Available	11

Simply click OK.

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City of Frisco, Texas > Frisco Fire Safety Town > Calendar

Safety Town Calendar

August 29 - September 04 2010

Day Week Month

	29 Sunday	30 Monday	31 Tuesday	1 Wednesday	2 Thursday	3 Friday	4 Saturday
7 AM							
8							
9							
10				9:30 AM Booked 1st Grade 2010	9:30 AM Available 2nd Grade 2010	9:30 AM Booked 1st Grade 2010	9:30 AM Available 2nd Grade 2010
11							
12 PM				12:00 PM Booked 1st Grade 2010	12:00 PM Available 2nd Grade 2010	12:00 PM Booked 1st Grade 2010	12:00 PM Available 2nd Grade 2010
1							